

CITY OF MERCER ISLAND

2023 Athletic Facilities Reservation Guide



Our Mission:

“Mercer Island Parks and Recreation Division takes pride in providing the highest quality facilities and services in partnership with the Community to enhance the livability of Mercer Island”

City of Mercer Island
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PARKS & RECREATION

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FEE SCHEDULE – Outdoor Facilities

Effective January 1, 2023

Fees are set, authorized, and modified by the Director of Parks & Recreation or designee, pursuant to MICC, Chapter 4.44, and are subject to change. Fee schedule is adopted annually by City Council.

OUTDOOR FACILITY RENTAL FEES AND CHARGES

Athletic Fields

Grass Fields	Hourly	\$	25
Synthetic Turf Infields	Hourly	\$	40
Full Synthetic Turf/Lit Fields	Hourly	\$	70
Batting Cage	Hourly	\$	20
Track	Hourly	\$	40

Additional Athletic Field Fees

Field lights hourly	Hourly	\$	20
Baseball/Softball Game Prep	Each	\$	45
Tennis Court Reservations	Hourly	\$	20
Concession Stand	Daily	\$	100
Storage - Island Crest Park	Per Usage	\$	150

Fitness Classes/Outdoor Personal Training

Application fee	\$	75
Monthly fee	\$	100

Special Event Permits*

Application fee	\$	50
Level 1 Event	\$	125
Level 2 Event	\$	380-620
Level 3 Event	\$	820-1240
Level 4 Event	\$	1,540

*Additional fees may apply. See special events guide.

Special Use Permits*

Parking space or lot use	Please call
Photography (personal use) per session/per year	\$ 25/300
Commercial photography per session/per year	\$ 50/500
Advertising or for-profit photography or filming	Please call
*Additional fees may apply. See special events guide.	

Administrative Fee

Per booking fee to support needed technology and software costs	\$ 4
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Staffing Rates

Parks Maintenance staff member hourly	\$ 55-75
Mercer Island Police Officer (off-duty) hourly; 3 hours minimum	\$ 58
Mercer Island Fire Department Aid Car Unit	Varies



City of Mercer Island Recreation Division - Athletic Fields

Field - Rentable Hours - 8:00 AM - Dusk (unless otherwise noted)									
Parks/ field	Type of Field	Base Path/Field Type	Pitching Distance	Outfield Distance	Approximate Season	Field Type	Lights	Quality	
Island Crest Park - 5500 Island Crest Way Mercer Island									
North	Baseball/Softball/Soccer/Football	70' 80' 90'	54', 69, 6"	306+	Jan 1.-Dec.-15	Turf	Yes	Game	
MOD	Soccer (NE, NW)	NE-U12, NW-U10			Sept. 1 - Nov. 30	Turf	Yes	Game	
South	Baseball/Softball/Soccer	70', 80', 90'	54', 60, 6"		Mar. 1 - Nov. 30	Grass	Yes	Game	
MOD	Soccer (U-10)				Sept. 1 - Nov. 30	Grass	Yes	Game	
South Mercer Play Field - 8220 SE 78th ST, Mercer Island									
1	Baseball/Softball	60', 65', 70'	40', 46', 50'	225'	Mar. 1 - Nov. 30	Turf/Grass	No	Game	
1MOD	Soccer	2 U-9			Mar. 1 - Nov. 30	Grass	No	Game	
2	Baseball/Softball	60', 65', 70'	40', 46', 50'	No Fence	Mar. 1 - Nov. 30	Turf/Grass	No	Game	
2MOD	Soccer	U9			Mar. 1 - Nov. 30	Grass	No	Game	
3	Baseball/Softball	60', 65', 70'	40', 46', 50'	200'	Mar. 1 - Nov. 30	Turf	Yes	Game	
3MOD	Soccer	U10			Sept. 1 - Dec 15	Turf	Yes	Game	
SMP E	Soccer/Lacrosse/Football	11v11			Jan 1. - Dec-15	Turf	Yes	Game	
SMP W	Soccer	U-10 or U-9			Jan 1. - Dec-15	Turf	Yes	Game	
Aubrey Davis A									
East	Baseball/Softball	60', 65', 70'	40', 46', 50'	No Fence	Mar. 1 - Nov. 30	Grass	No	Game	
West	Baseball/Softball	60', 65', 70'	40', 46', 50'	No Fence	Mar. 1 - Nov. 30	Grass	No	Game	
AMOD	Soccer	U-12			Sept. 1 - Nov. 30	Grass	No	Game	
Aubrey Davis B									
ADP B	Clinic/Camp				Mar. 1 - Nov. 30	Grass	No	Practice	
Aubrey Davis C									
ADP C	Soccer/Lacrosse	U10/Lacrosse			Mar. 1 - Nov. 30	Grass	No	Games	
Homestead - 8100 SE 40th St. Mercer Island									
North	Baseball/Softball	60', 65', 70'	40', 46', 50'	No Fence	Mar. 1 - Nov. 30	Turf/Grass	No	Game	
South	Baseball/Softball	60', 65', 70'	40', 46', 50'	No Fence	Mar. 1 - Nov. 30	Turf/Grass	No	Game	
MOD	Soccer	U-12							
Islander Middle School									
IMS	Soccer/Lacrosse/Football	11v11			Jan. 1 - Dec. 15	Turf	Yes	Game	
Elementary Schools									
West Mercer		Field only			Mar. 1 - Nov. 30	Grass	No	Practice	
Island Park		Field only			Mar. 1 - Nov. 31	Grass	No	Practice	
Lake Ridge		Field only			Mar. 1 - Nov. 32	Grass	No	Practice	

Prioritization for User Groups

The primary use of City of Mercer Island athletic fields and recreation areas are for public recreation activities. Priority use of recreational facilities are determined by the following groups:

A. Mercer Island Parks and Recreation and Mercer Island School District (as described in the Interlocal Agreement)

B. Tier One (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have a minimum of 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have a minimum of 75% Mercer Island residents.
3. Non-profit youth and adult non-recreation-based organizations that have a minimum of 75% Mercer Island residents

C. Tier Two (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have less than 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have less than 75% Mercer Island residents.

D. Tier Three (listed in order of priority):

1. For-profit youth organizations
2. For-profit adult organizations

Seasonal Sport Priorities:

In season sports

Other Considerations Used:

- Historic use (balanced with facilitation of diverse use) of City athletic facilities.
- Safety: Safety of participants and general park users will be taken into consideration for facility allocation. Some sports are compatible to use adjacent fields or split fields, some are not). Final determination will be made by Mercer Island Parks and Recreation.
- Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.
- Field/facility condition: Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of significant damage to the field.
- Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.

[Link to Field Allocation and Use Policy](#)

Application Process

League/Team Request:

- An Athletic Field Rental Request form must be completed and submitted according to application deadlines. (See below deadlines)
- Verification of residency may be requested via a team roster for resident rate.
- Requested dates of use must be included.
- Certificate of insurance and additionally insured endorsement page must be attached.
- Incomplete applications will not be considered.

Tournament Request:

- Tournament requests are accepted according to the application deadlines below. All requests received before January will be denied or placed in order behind all other requests that came in at the correct time. All Tournament Requests must complete the Athletic Field Rental Request Form and submit via email.
- Certificate of insurance and additionally insured endorsement page must be attached.
- Incomplete applications will not be considered.
 - A special event permit will be required if any of the following applies to your event: vendors, amplified sound, multiple park locations, marketing of event, street closures, generators, neighborhood impacts, or other impacts identified by the Recreation Coordinator.

Sports Camps, Clinics and Academies requests:

- Sports camps, clinics and academies will be required to complete the Athletic Field Rental Request form and submit to the Outdoor Facilities Coordinator.

Priority Application Deadlines:

Leagues requesting reservations must submit schedule requests according to the following deadlines:

Season of Use

Winter (Dec. – Feb.)
Spring/Summer (Mar. – Aug.)
Fall (Sept. – Nov.)

Athletic Field Use Requests Window:

Opens Oct. 1 – Deadline Oct. 14 – Return to user Nov. 1
Opens Jan. 1 – Deadline Jan 14 – Return to user Feb. 5
Opens July 1 – Deadline July 14 – Return to user Aug. 1.

***Requests for Tier 3 and request submitted after the stated deadline will be evaluated based on date request is submitted**



Insurance Requirements

All leagues, sports camps, organizations, private renters and other groups reserving fields, shelters or grassy area for single or multi-day use shall be required to obtain, maintain and provide an original Certificate of General Liability Insurance, from a company authorized to do business within the State of Washington, in the amount of one million dollars (\$1,000,000.00) with two million (\$2,000,000.00) aggregate on which policy the City of Mercer Island is named as an additional insured. The following items shall be included on the certificate of insurance:

- Location of activities must show on certificate (City of Mercer Island)
- Type of Activities must show on certificate (league play, tournaments, etc.)
- Dates of coverage
- Separate endorsement sheet (**MUST HAVE**)

Suggested verbiage for inclusion of the endorsement page:

One Time Event:

The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for the (date) event.

Ongoing or Multiple Date Events:

The City, its officers, volunteers, and agents are named as and additional insured to the policy, as per the attached endorsement to the policy, for any and all events held on City of Mercer Island property or coordinated through City Programs.

For – Profit/Commercial Athletic Field Use:

Per the state of Washington Constitution, Article 8, Section 7, it is against the law to use public property for monetary gain. Such business/organization conducted for profit is NOT ALLOWED on City of Mercer Island property. The only exception is when there is a written contract in place with the City that allows such business/organization to be legally conducted, all corresponding requirements are met, and the City receives compensation for use of the public property.

Payment of Rental/Billing and Confirmation

- **Individuals** – Payment to accompany application at time of submittal.
- **Tournaments** – Balance to be billed after event when total number of games played has been determined.
- **Monthly Billing** – This option is available for ongoing usage by organizations. Payment must be made by the due date provided in the contract/invoice, as established by the Recreation Coordinator, and approved by the Recreation Facility Supervisor.
- Recreation Divisions staff may not allow changes, additions, new request, etc. to the contract until account becomes current. **Late payments may affect the following season's allocations.**

Failure to pay and/or submit a signed contract by established deadlines may result in loss of future field use, priority status, and the ability to request additional field space. Payment via cash, check, money order, Visa or MasterCard are accepted. Every user has the opportunity to place a credit card number on file with the Recreation Coordinator for purposes of automatically paying field use fees. Please contact Field Scheduling Office with any questions.

Requests

Field Prep Requests:

Baseball or Softball Games must be requested at least (7) days prior to scheduled date. Field lining and goals must be requested at least two weeks (14 day) prior to use.

All prep work (field preps, lights, etc.) will be billed for unless the City cancels the scheduled event or closes the facility due to weather or unsafe conditions.

Storage:

Equipment, gear, and any other material must be removed at the conclusion of each booking. Storage may be available at certain locations. These requests may be submitted to the Recreation Coordinator for review and approval by the Department Director or designee. Unauthorized storage may result in items being removed and discarded by City Staff at the expense of the organization.

Concessions:

Concession stand access is available at various facilities. For more information about selling concessions or utilizing the concession facility contact the Recreation Coordinator. Pursuant to Mercer Island City Code 9.30.090, it is unlawful in any park to solicit or ask for any payment or gift of money or to sell, offer, or solicit for sale any goods, service, or merchandise without the written permission of the director or a concession contract issued by the City.

Fair Play Act:

The City of Mercer Island complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to: Athletic Field Coordinator



Closure, Cancelation, Changes, Refunds, Additions

Athletic Field Closures:

It is the league/team/organization's responsibility to obtain field closure information. Playability is determined by the City of Mercer Island's Parks Maintenance Division of the Public Works Department.

The City of Mercer Island reserves the right to close a field or cancel a rental at any time due to any emergency, severe weather, vandalism, poor playing conditions, situations that may result in field damage or personal injury, or for any other reason deemed necessary.

The Ball Field Conditions Hotline (206.275.7894) will be updated:

When weather conditions decline after the "Ball Field Conditions" line has been updated, field playability is determined by the user group or umpire, for a game.

Weekdays – condition line will be updated at 2pm

Weekends – condition line will be updated at 8am and if necessary, at 11am, should conditions change

Cancellations, Changes and Refunds:

- If the Mercer Island Parks Maintenance Division cancels or declares a safety closure or weather related "rain-out" user groups will either be refunded or not billed – whichever should apply.
- If a coach or umpire determines a field is unplayable, after being deemed playable by Parks Division staff, user group must advise the appropriate Recreation Division Field scheduler within 48 hours to receive a refund.
- To receive a refund due to poor air quality users must notify the Recreation Coordinator in writing the day of the cancellation.

Turnback/Cancellation/Change Policy:

Cancellation/change must be received in writing by email to the Recreation Coordinator.

- Written notice received 25+ days prior to event date will be refunded at 100% of all rental fees less a \$25 Administrative Fee.
- Written notice of cancellation received less than 25 days in advance of the rental will not receive a refund.
- Organizations which are found by the Recreation Division to overbook or over request during the priority booking period or those who fail to utilize field space they have reserved may lose priority status for the following season or be required to pay in full prior to usage.

Additions/Time Alterations:

- To request additional reservations per season, submit the simplified Request Form for Additional Field Use. Please submit the request with at least (7) days' notice.

Shorten the time of a Reservation:

- If less time is needed, please submit an updated Form for Field Reservations. For example, a 12:30pm to 4pm timeslot could be reduced to become 1pm to 3pm note: **the general cancellation policy will apply to field time no longer wanted.**

Mercer Island Batting Cages

Regulations and Procedures

- Spring rental of batting cages shall only be approved with an organization's concurrent use of adjacent field for the lessee's season.
- Non-Spring rental of batting cages shall require a minimum of seven days (7) prior notice.
- If multiple organizations' requests to rent the batting cage conflict, the City of Mercer Island will give priority access to organizations that is consistent with the Athletic Facilities Allocation and Use Policy.
- Lessee shall use the batting cages for batting practice purposes only.
- Subletting between users is not allowed. Subletting will result in immediate revocation of batting cage privileges.
- Batting cage users are required to obey City of Mercer Island use rules and regulations as outlined within the Mercer Island Athletic Facilities Use Policies. In addition, City, state, county, and federal laws apply.
- The City of Mercer Island reserves the right to terminate rental agreement at any time.

Facility Rules

- All users of the batting cage understand they use the facility at their own risk. The City of Mercer Island is not liable for any personal injury or equipment damage sustained in or around the batting area.
- Only user groups with a currently active rental agreement with the City of Mercer Island may have access to the batting cage.
- User groups will only allow registered program participants to use the batting cages. No parents, other relatives, or friends of program participants are allowed inside of the cages.
- The user group will provide the pitching machines, bat and balls for use in the cages; the City will provide the netting and L-screen.
- User groups' personnel will set-up, take-down, and maintain the batting cage area during scheduled usage.
- All users are expected to keep the batting cage area clean and free of litter and pick up all trash at the conclusion of usage.
- All users must wear batting helmets when entering the cage and while batting.
- **No** food and/or drink including gum or seeds is allowed in the cages.
- **No** metal spikes.

Concession Stand Regulations and Procedures

- An attestation acknowledging the renter's understanding of and commitment to follow the regulations outlined here and the posted rules of the facility (also shown below).

Facility Rules:

1. Concessionaire and all individuals involved in the operation of the concession stand must be in compliance with all State, Federal and City laws, ordinances, regulations and codes.
2. Concessionaire advertising is limited to the concession stand itself and on one professionally produced A-frame board within a 15' radius of the concession stand.
3. Access doors are not to be propped open and must be closed during concession stand use.
4. To help protect the health, safety, and welfare of the citizens of our city, the use and sale of tobacco, or other unapproved nicotine delivery products, is not permitted.
5. The sale of alcohol is prohibited without the prior approval of the Recreation Division.
6. Concessionaire is responsible for cleaning the premises and restoring it to original condition. This includes all trash receptacles to be emptied, all items not property of the City to be removed, all food/drink areas are to be mopped and cleaned.
7. All small rooms, aisles and exits shall be kept clear of chairs and other obstructions.
8. Fridge and freezer doors to be closed, cleaned, and emptied daily
9. Concessionaire is responsible to turn off all lights and lock all exterior windows and doors upon exiting the facility.
10. No children under the age of 14 are allowed in the concession stand at any time.

Assignment of Rental:

- The concession stand rental permit will be issued in concurrence with the field rental.
- Please allow 7 business days for application review and approval.
- All applicants seeking to rent the concession stand will be held to the same standards and fees (refer to the Recreation Division's fee schedule).
- Application fees for accepted concessionaires are non-refundable.
- Once the permit application is approved, the City will send notice to the Concessionaire and the Concessionaire must submit the first month's rental fee and a \$250 security and damage deposit fee within 3 business days of the notice being sent.
- All fees must be paid prior to issuance of the permit and prior to the Concessionaire having access to the facility.

Facility Access and Key Protocol:

Prior to the first use, permitted concessionaires may collect a key card from Mercer Island Community and Event Center Front Desk Staff (8236 SE 24th St.) to access the concession stand. The card will require a fifty-dollar (\$50) deposit. The fifty-dollar (\$50) deposit will be returned to the renter when the key card is brought back to front desk staff (Pin code access is available as well).

- Key card pick up – A key card will be available one day prior to first permitted use. The Lessee can pick up the key card at the front desk of the Mercer Island Community and Event Center during hours of operation. If the facility is closed the day prior to a Lessee's season start date, the key card may be picked up two days prior to the Lessee's season's start date.
- Key card drop off – The key card must be returned to the Mercer Island Community and Event Center front desk during hours of operation following the completion of the field permit. The key card must be returned no later than one day after the completion of the Lessee's paid-for timeframe.

Parks/Rental Regulations and Guidelines

General Field Rules:

1. Applicant is expected to leave the premises in the same condition in which they were found or better. Ensure that individual teams clean-up the facility after each use, including dugouts, athletic field, and surrounding area. Remove all trash in the area to trash cans and/or dumpster. If cans are already full, please take trash with you and contact the Recreation Coordinator for follow-up. All groups must leave the facility in a condition satisfactory to the City of Mercer Island if not, violators must accept the Recreation Division's estimated damage appraisal.
2. Users shall not make any modification to any athletic field without prior approval from the Field Scheduling Office (including, but not limited to bleachers, goals, fencing, portable restrooms, etc.). All field modifications including field size increases or decreases or the request for multiple teams use on a single field must be approved by the Recreation Division.
3. General maintenance and field preparation will be performed by Parks Maintenance staff to ensure safety for all uses.
4. It is unlawful for any person to use threatening, abusive, insulting or indecent language in public parks of the City or to create any nuisance or offense, or to scratch, cut injure or deface any of the buildings, fences, structures, trees or shrubbery, or to destroy any improvements.
5. Do not drive vehicles over any portion of any public park. The applicant will be responsible for all damages to the buildings and accessories and shall be responsible for reimbursement to the City.
6. No alcoholic beverages, which include beer, wine, or liquor, shall be sold or consumed on City Park premises or any grounds or parking lots used in conjunction with said facilities. The tournament/activity will be cancelled if this becomes a problem for the City of Mercer Island.
7. All alcohol, tobacco products and drugs are prohibited in all City Parks.
8. Pets are not allowed on athletic fields during organized play. Pets are not allowed on synthetic turf fields at any time. Dogs must be leashed, and feces removed from the park.
9. Staff will make the final determination as to the playability of ball fields. The renter will take responsibility for damages caused by playing on wet fields where a "Field Closed" sign is posted. The City of Mercer Island reserves the right to revoke any permits where it deems such action advisable for the best interest of the Division. The user group is responsible for any damages caused to a field by playing in questionable weather: This includes damages done trying to dry out a field, such as digging ditches, raking mud into the fencing, pushing water into the outfield/grass area or applying a drying agent.
10. It is the league/team/organization's responsibility to ensure that all teams coaches, managers, parents, and players understand the regulations and guidelines.

-Failure to follow regulations and guidelines may result in additional fees, loss of priority status and/or cancellation of future field use and access.

Rules Specific to Grass Fields:

All of the above General Field Rules shall apply on grass fields, including the following:

1. Bases will be provided on ball fields as requested.
2. Baseball fields will receive a fresh drag at the start of the day when games are scheduled.
3. Bases/pitching rubbers may not be moved or removed unless given permission by the Recreation Coordinator. Failure to comply could result in loss of field use.
4. Throwing, hitting, kicking and/or climbing on or into cyclone fencing or backstops is prohibited.
5. The user groups are not permitted to perform maintenance duties unless approved in writing by City staff.

Rules Specific to Turf Fields:

All the above general Field Rules shall apply on artificial turf fields, including the following:

1. No food, snacks, drink, or gum (non-breakable bottles containing water only are allowed).
2. No metal or screw in cleats or spikes. Tennis/turf shoes or rubber-molded cleats are the only approved shoes allowed.
3. No fireworks, remote controlled cars, planes, or model rockets.
4. Not motorized vehicles, bikes, rollerblades, scooters, or skateboards.
5. No hitting, kicking, or throwing against the fences. Climbing fences is prohibited.
6. No golfing.
7. No pets.
8. No stakes, chairs, tables, canopies or tents or portable heaters on the turf.

Unauthorized

Use of City of Mercer Island fields/parks is intended solely for the applicant on file and as such cannot be transferred or sublet to any other entity. Failure to comply will result in loss of future field use.

Spring Maintenance Schedule: (tentative)

Aubrey Davis Park, Lid A:	14 days start of March
Homestead North:	14 days early March
Homestead South:	14 days early March
Aubrey Davis Park, Lid C:	14 days late March Early April
SMP Fields:	10 days (Spring Break)
Island Middle School:	10 days (Spring Break)
Aubrey Davis Park, Lid B:	14 days mid-April
ICP South:	14 days mid-May

Fall Maintenance Schedule: (tentative)

Aubrey Davis Park, Lid A:	10 days
Homestead North:	10 days
Homestead South:	10 days
Aubrey Davis, Lid C:	14 days
SMP Fields:	10 days
Island Middle School:	10 days
Aubrey Davis, Lid B:	10 days
ICP South:	14 days

Contact Information:

City of Mercer Island Parks and Recreation

- Conditions Hotline (206) 275-7894
- Lights (206) 275-7847